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Board of Trustees Meeting Minutes, December 15, 1967

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WRIGHT STATE UNIVERSITY
Official Proceedings of the
Third Meeting of the Board of Trustees
December 15, 1967

I. CALL TO ORDER

The Board of Trustees met on Friday, December 15, 1967, at 10:00 A. M., in Fawcett Hall, Wright State University, Dayton, Ohio.

The meeting was called to order by Chairman Oelman. The Secretary called the roll:

Present: Harry P. Jeffrey
George W. Lucas
John E. Keto
Edgar E. Hardy
Theodore F. Olt
James M. Cox, Jr.
Eugene W. Kettering
Robert S. Oelman

Absent: Mike M. Liskany

II. PROOF OF NOTICE

The Chairman noted that the meeting had been properly called by written notification and that a quorum was present.

III. MINUTES

Without objection, the Minutes of the preceding meeting were approved.

IV. REPORT OF THE CHAIRMAN

A. The Chairman announced the appointment of Dr. Keto as the representative of the Board of Trustees on the Inter-University Council.

B. The Chairman requested a report from Mr. Jeffrey as Secretary of the Wright State University Foundation, Inc.

Mr. Jeffrey made the following proposal:

Proposal of the Wright State University Foundation
University Guest Facility and President's Home
Wright State University

In 1966, Miami and the Ohio State Universities appointed a President-elect for Wright State Campus with specific terms of appointment, one of which was that he be required to reside in a University facility for the convenience of the University. Upon assuming its powers in October, 1967, the Wright State University Board of Trustees restated these same terms, in its appointment of a permanent president of the university.

The Wright State University Foundation has studied the ways and means of executing this commitment, and now recommends a plan to the Board of Trustees.

There is available at this time approximately \$1 million in capital improvement funds, reappropriated to Wright State University in the last legislative session. During the legislative proceedings, Wright State University's representatives expressed the intent of using \$80,000 of this money toward construction of a combined facility, which would contain permanent quarters for the present and future presidents, and also adequate guest facilities for official visitors.

The Foundation, after informal consultation with the State Architect, retained at its own expense the Cincinnati architectural firm of E. A. Glendening, A.I.A., for a preliminary study.

The architect now has submitted a preliminary program for such a facility. Following are the main features of the proposal:

(1) Character of the Facility. -- Total size of about 6,000 square feet, comprised of adequate space for official guests and official entertainment, together with adequate living quarters for the President and his family; separability of space for the two purposes to be provided, for mutual privacy, insofar as this is feasible and efficient.

(2) Composition. -- Approximately 3,000 square feet dedicated to living quarters (estimated at \$73,005) and about 3,000 square feet dedicated to public use for official guests and official entertainment (estimated at \$83,990).

(3) Site. -- A location in the wooded area in the center of the campus; design and exact site to leave the forest undisturbed.

(4) Cost. -- Main categories of estimated cost as follows:

Construction, site preparation, and utility extensions	\$ 156,995
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State Fees, architect's fees, equipment, and bidding costs	<u>38,010</u>
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Total	\$ 195,005
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The Trustees of the Wright State University Foundation (a private non-profit corporation) now respectfully offer to the State of Ohio a gift of money not to exceed \$120,000, to be contributed toward the construction and equipping of a State facility to the above specifications, contingent upon approval of the project by the State Controlling Board, and contingent upon release of \$80,000 of State funds for the project.

The Foundation respectfully recommends that the Board of Trustees of the University accept this contingent gift; and submit the project specifications to appropriate State agencies, in the required form, for their approval.

Dr. Keto moved the acceptance of the proposal made by the Wright State University Foundation. The motion was seconded by Dr. Hardy and unanimously adopted.

V. COMMITTEE REPORTS

Dr. Hardy, as Chairman of the Committee on Academic Affairs, reported that a statement proclaiming the goals of the University will be presented at the next meeting, and presented the following Code of Regulations for consideration by the Board:

CODE OF REGULATIONS OF WRIGHT STATE UNIVERSITY

I. Board of Trustees

Section 1.01 -- General Powers.

The Board of Trustees shall employ, fix the compensation of, and remove the President and such number of professors, teachers, and other employees as may be deemed necessary. The Board shall do all things necessary for the creation, proper maintenance, and successful and continuous operation of the University. The Board may accept donations of lands and money for the purposes of the University.

Section 1.02 -- Finance and Business Affairs.

The Board of Trustees shall approve all contracts to which Wright State University is a party; review, approve, amend, or disapprove all capital and operating budgets of the University; and exercise surveillance to see that all expenditures of the University are made pursuant to all pertinent laws, regulations, rules, policies, and budgets in force.

Section 1.03 -- Academic Degrees.

The Board of Trustees shall establish the degrees to be granted by the University, and shall grant all such degrees after due consideration of nominations submitted by the Faculty.

Section 1.04 -- Organization of the University.

The Board of Trustees, in consultation with the President and with due regard for the professional judgment of the faculty as expressed through their chosen representatives, shall establish, and prescribe the principal functions of, major academic divisions, colleges, departments, and professional schools within the University.

II. The President

Section 2.01 -- Powers and Duties.

The President shall be the chief executive officer of the Wright State University and shall be responsible within the policies and procedures established by the Board of Trustees for the administration of the affairs of the University. In carrying out such responsibilities, the President shall:

- A. Manage and direct the day-to-day operation of the University.
- B. Lead in development of policies, programs, and organizational units in the furtherance of teaching, advancement of knowledge, and

public service as primary goals of the University, and direct and promote the University's activities toward achievement of excellence in such activities.

- C. Develop and maintain long-range plans for the orderly growth of the programs and the physical plant of the University.
- D. Formulate Codes of Operating Procedures governing the non-academic administrative processes of the University, including, but not limited to, business administration, physical plant management and administrative personnel affairs, and present such recommended Operating Procedures to the Board of Trustees from time to time for their consideration; and insure compliance with all such Operating Procedures as are adopted by the Board of Trustees.
- E. Direct the development of the capital improvement program for the University and recommend its approval to the Board of Trustees.
- F. Formulate and recommend operating and capital improvement budgets to the Board of Trustees for approval and insure that all expenditures are in compliance with approved budgets.
- G. Transmit to the Board of Trustees, together with his comments, all communications of the faculty and students or their chosen representatives, as requested by them.
- H. Serve as a member and President of the Faculty, and as Chairman of the Academic Council.
- I. Appoint all academic officers of the University, subject to confirmation by the Board of Trustees.
- J. Appoint all administrative officers of the University, subject to confirmation by the Board of Trustees, and delegate responsibility to them with the authority necessary for the proper discharge of their duties.
- K. Nominate for appointment by the Board of Trustees, all unclassified civil service employees of the University.
- L. Serve either directly or as he may choose to delegate, as appointing authority with respect to all positions in the classified service.

Section 2.02 -- Responsibility of the President.

The President, as Chief Administrator of the University, shall hold the principal stewardship, on behalf of the Board of Trustees and the people of the State of Ohio, for the proper utilization of the properties and facilities of the University. He shall, therefore, require that no activity shall interfere with the continuous operation on the campus

of the officially authorized programs of the University in the fields of teaching, public service, and the advancement of knowledge, pursuant to the official Purposes of the University as hereinbefore stated; and he shall take all steps necessary to maintain the security of the properties, facilities, and personnel of the University.

III. The University Faculty

Section 3.01 -- Membership.

The University Faculty shall be comprised of the President, University officers for academic and student affairs, professors, associate professors, assistant professors, instructors, and other persons who hold academic rank within the University. Lecturers, part-time appointees, fellows, assistants, and acting, visiting, research, clinical, and adjunct appointees shall participate in the collective decisions of the University Faculty only insofar as the Faculty shall authorize such participation, with the concurrence of the President.

Section 3.02 -- Academic Council.

The University Faculty may delegate any portion of its powers and duties to a representative Academic Council, in accordance with a Constitution and By-Laws adopted by the University Faculty and approved by the Board of Trustees. No provisions of these regulations shall abridge the right of any member of the University Faculty to communicate his views in full to such Academic Council, to the President, or to the Board of Trustees through the President.

Section 3.03 -- Codes of Operating Procedures.

The University Faculty, in consultation with the President, shall formulate Codes of Operating Procedures governing the academic program, admissions, academic standards, student affairs, faculty personnel, and other fields of University operation composed wholly or primarily of academic and professional subject matter. The President shall present such recommended Operating Procedures to the Board of Trustees from time to time for their consideration and insure compliance with all such Operating Procedures as are adopted by the Board of Trustees.

Section 3.04 -- Courses and Curricula.

The Faculty shall determine the curricula leading to all degrees offered by the University, and shall determine the content of all courses in such curricula.

Section 3.05 -- Degree Requirements.

The Faculty shall determine the requirements for each degree offered by the University.

Section 3.06 -- Academic Calendar.

The Faculty shall, in consultation with the President, determine the annual academic calendar of the University subject to approval of the Board of Trustees.

IV. The Student Body

Section 4.01 -- Membership.

During any academic term the Student Body of Wright State University shall be comprised of all students pursuing course work for academic credit toward the achievement of academic degrees. Other students shall participate in the collective decisions of the Student Body only insofar as the Student Body shall authorize such participation, with concurrence of the Faculty and the President.

Section 4.02 -- Student Representative Assembly.

The Student Body may, in consultation with the student-affairs officers of the University, establish an elected representative student assembly which shall be the official agency for the exercise of powers and duties on behalf of the Student Body. Such an elected representative student assembly shall function in accordance with a constitution, by-laws, and such rules and regulations as may be necessary for its operation. The constitution and by-laws shall be drafted in consultation with the student-affairs officers of the University, and become effective with the concurrence of both the University Faculty and the President. The title, composition, powers, and duties of the representative student assembly shall be prescribed in the constitution of the assembly.

Section 4.03 -- Student Participation in Academic Affairs.

At such time as the University Faculty deems the Student Body to be effectively organized, and its representative assembly to be an effective agency of the Student Body, the Faculty or its Academic Council may authorize the participation of one or more members of the Student Body as member(s) of the Academic Council, and to serve on academic committees.

Section 4.04 -- Student Activities.

Through the student representative assembly, or through instrumentalities of such body, the Student Body shall undertake certain necessary functions, including the following:

- A. Official communication of the collective viewpoint of the Student Body with respect to any aspect of University policy or operations, to the Academic Council, to the President, or to the Board of Trustees through the President, provided that all such communications shall bear evidence that such viewpoint has been ascertained in an objective and orderly manner.

- B. Preparation of a campus social calendar for each academic year, and presentation of such calendar through the established channels of the University in such manner as to avoid conflicts of timing and use of facilities.
- C. Continuing study of the various aspects of student life on this and other university campuses with a view to increasing their understanding of policies, standards, and practices of student life which may be of value to this University.
- D. Surveillance over student campus publications, to guarantee:
 - (1) Adherence to the truth;
 - (2) Freedom from censorship, and from undue influence by any one sector of opinion;
 - (3) Separation of fact from opinion; and
 - (4) That good taste be observed.

V. University-Related Organizations

Section 5.01 -- General Policy.

The President may formulate, in consultation with the faculty, Operating Procedures relative to voluntary University-related organizations functioning or proposing to function on the campus of the University, and may present such Operating Procedures to the Board of Trustees for their consideration. In the interest of freedom of assembly and communications, it shall be a basic policy of the University to impose as few formal requirements as practicable upon the procedures of such organizations.

Section 5.02 -- Equality of Voluntary Organizations.

It shall be a general policy of the University to extend equal treatment to all lawful, voluntary, University-related organizations functioning or proposing to function on the campus. Pursuant to such policy, the University shall not perform special services or extend any exclusive privileges to any one such organization that would not be clearly feasible with respect to other such organizations. Insofar as the President may determine that resources of the University are sufficient, and insofar as such organizations are in compliance with the Operating Procedures of the University, such organizations may have access to the facilities of the University for meetings; to the regular facilities and services of the University for the dissemination of messages, meeting notices, and announcements; and to the directories of University personnel.

Section 5.03 -- Use of University Facilities.

In any instance in which a voluntary University-related organization wishes to conduct or sponsor any meeting, visiting speaker, or other activity on the campus, such organization shall arrange in advance, with the appropriate administrative officers, for the reservation and use of space and facilities for such event. In any instance in which the proposed time and place of such a meeting or other activity is found to be in conflict with other appropriate activities, the President or his designated representative shall require changes of scheduling as necessary to avoid such conflict of time and place.

In the scheduling of use of facilities on the campus, the meetings and other activities of voluntary University-related organizations shall be deemed to have lesser priority than the regular activities in connection with the academic programs, pursuant to the official Purposes of the University, and in no case shall the activities of such organizations interfere with the regular programs in pursuit of those Purposes.

Section 5.04 -- Responsibility for Expressions of Views.

Expressions of views or of conclusions drawn from study, whether by students, faculty members, other employees, or voluntary University-related organizations, and whether occurring on the campus or elsewhere, shall be attributed only to the true sources of such views or conclusions, and not to the University, unless expressed for the University by the Board of Trustees or by the President or by his designated representatives. The President shall take such steps as necessary to require correct and public attribution of such expressions.

Dr. Hardy moved the adoption of the Regulations. The motion was seconded by Mr. Olt and unanimously adopted.

VI. PRESIDENT'S REPORT

A. Division of Graduate Studies.

Dr. Golding reported the establishment of a Division of Graduate Studies, establishment of a Graduate Council to serve as faculty of the Division, and appointment of Dr. Robert P. Milheim as Acting Dean of the Division.

Mr. Olt moved the confirmation of Dr. Golding's actions. The motion was seconded by Mr. Jeffrey and unanimously adopted.

Dr. Golding reported that Dr. William L. Lehmann has been retained as a consultant in the development of Graduate programs.

B. Fees and Charges to Students.

Dr. Golding recommended the adoption of a resolution setting fees and charges to students.

Mr. Cox moved the adoption of the following resolution:

RESOLUTION 68-15

WHEREAS, the income from fees and charges to students forms a significant portion of the budget of Wright State University, therefore be it

RESOLVED, that the fees and charges to students shall be as follows, effective with the second trimester of the 1967-68 school year, and continuing until modification by the Board of Trustees:

Instruction and General and Student Services:

Per Trimester	Instruction and General Fee	Student Services Fee	Total
12 or more credit hours (full-time)	\$237.00	\$8.00	\$245.00
Less than 12 credit hours (part-time)	20.30	.70	21.00 per hr.
Tuition for non-residents (full-time)			250.00
Tuition for non-residents (part-time)			21.50 per hr.
Per Half-trimester (Spring and Summer Terms)			
6 or more credit hours (full-time)	118.50	4.00	122.50

Less than 6 credit hours (part-time)	\$ 20.30	\$.70	\$ 21.00 per hr.
Tuition for non-residents (full-time)			125.00
Tuition for non-residents (part-time)			21.50 per hr.
Additional Charge for Applied Music			
1½ credit hours			30.00
3 credit hours			50.00
Course Audit Fees are the same as for regular registration			
Late Registration			5.00 per wk.
Change of Course	No charge for additions,		5.00 per course dropped
Application:			
Admission			10.00
Graduation			10.00
Transcript	One Free,		1.00 each thereafter
Proficiency Test			5.00 per credit hour
Returned Check Penalty			10.00 per ck.

Library:

Fines for late return of books and charges for lost books to be set by the Librarian with the approval of the Business Manager.

All fees and charges for pre-registered students shall be paid by the dates specified in the Academic Calendar. Unpaid registrations shall be cancelled to make class space available for students registering later. After the dates specified in the Academic Calendar, all fees and charges are due and payable at the time of registration. No registration or payment will be accepted after the first week of classes.

A payment made with a bad check shall result in cancellation of the student's registration until the fee and penalty are properly paid.

Payment deferrals and partial payments are not permitted.

Refunds of fees shall be as follows:

FALL or WINTER TRIMESTER:

- (1) Withdrawal before 11 a. m. on Saturday of the First calendar week; fees will be refunded in full. (The First calendar week is interpreted as the week in which classes begin.)
- (2) Withdrawal before 11 a. m. on Saturday of the Second calendar week; 75% refund.
- (3) Withdrawal before 11 a. m. on Saturday of the Fourth calendar week; 50% refund.
- (4) Withdrawal before 11 a. m. on Saturday of the Fifth calendar week; 35% refund.
- (5) After the Fifth calendar week no refund of fees will be made.

SPRING or SUMMER TERM OF THIRD TRIMESTER:

- (1) Withdrawal before 11 a. m. on Saturday of the First calendar week; fees will be refunded in full.
- (2) Withdrawal before 11 a. m. on Saturday of the Second calendar week; 50% refund.
- (3) After the Second calendar week no refund of fees will be made.

A refund will not be allowed unless the withdrawal is regularly made through the Registrar's Office with the approval of the adviser, and will be computed from the day such withdrawal is reported to the Office of the Registrar.

The motion was seconded by Dr. Keto and unanimously adopted.

C. Waiver of Fees and Charges.

Dr. Golding recommended adoption of a resolution setting forth policy on waiver of fees and charges for employees and certain dependents.

Mr. Oelman moved the adoption of the following resolution:

RESOLUTION 68-16

WHEREAS, the present policy of Wright State University is to extend to certain employees and their families the privilege of attending classes at the University with a partial waiver of fees and charges; and

WHEREAS, the Wright State University Academic Council has recommended adoption by the Board of Trustees of such a policy; therefore be it

RESOLVED, that the following policy regarding the waiver of fees and charges at the University is hereby adopted, to be in effect until altered by the Board of Trustees:

Full-time employees of the University may enroll for undergraduate or graduate work without payment of the Instruction and General and Student Services Fee and out-of-state Tuition during the term of their employment. The wife of any full-time member of the staff may enjoy the same exemptions. The dependent children of any full-time employee may enjoy the same exemptions. An incidental fee of five dollars per credit hour is to be charged in all cases. Application for waiver of fees shall be made to the Registrar, subject to approval of the Business Manager.

The motion was seconded by Mr. Kettering and unanimously adopted.

D. Quarter Calendar.

Dr. Golding recommended the adoption of a resolution establishing quarters, instead of trimesters, as the basis for the academic year.

Dr. Keto moved the adoption of the following resolution:

RESOLUTION 68-17

WHEREAS, the Board of Regents has requested, and the Academic Council and President of Wright State University have recommended, that the basis of the academic year be quarters instead of trimesters; therefore be it

RESOLVED, that Wright State University, starting in the fall of 1968, shall conduct four terms of approximately equal length during each academic year; and that the summer term may be divided into two equal parts.

The motion was seconded by Dr. Hardy and unanimously adopted.

E. Personnel Policy.

Dr. Golding recommended the adoption of a resolution setting forth University Personnel Policies.

Mr. Olt moved the adoption of the following resolution:

RESOLUTION 68-18

WHEREAS, an established personnel policy is essential to the well-being of the University; therefore be it

RESOLVED, that the University personnel policy with regard to classified employees shall be as prescribed by the Civil Service requirements of the Ohio Revised Code; and be it further

RESOLVED, that University personnel policy with regard to unclassified and faculty personnel shall be as directed by the University President, except and until directed otherwise by this Board.

The motion was seconded by Dr. Keto and unanimously adopted.

F. Contracts and Fringe Benefits for Unclassified Personnel.

Dr. Golding recommended the adoption of a resolution establishing the contracts to be issued to unclassified personnel of the University and approving certain fringe benefits.

Mr. Oelman moved the adoption of the following resolution:

RESOLUTION 68 - 19

WHEREAS, by action of the Ohio General Assembly, the Ohio Board of Regents, and the Governor of Ohio, Wright State University has been established; and

WHEREAS, every employee of Wright State University is presently on the payroll of either The Ohio State University or Miami University; and

WHEREAS, it is the intention of this Board of Trustees to place all employees on the Wright State University payroll effective January 1, 1968; therefore be it

RESOLVED, that Wright State University shall issue a new contract to each unclassified employee as follows:

WRIGHT STATE UNIVERSITY

Dayton, Ohio

Date

Office of the Secretary to the Board of Trustees

Name

Effective Date

At its meeting held on the above date, the Board of Trustees of Wright State University appointed you to the University position listed below. The terms of your appointment are:

1. Title: _____ Regular Contract
2. Department: _____ Special Contract
3. Annual Salary Rate \$ _____ for _____
4. Special Contract Rate _____ for _____
5. Your salary will be for services as indicated below, and will be paid in _____ approximately equal monthly installments, starting with the effective date of your employment by the University, and ending on _____. Insurance and retirement benefits shall be as detailed on the attached statement of benefits approved by the Board of Trustees on December 15, 1967.
____ For the Winter Trimester, 1968
____ For the Spring or Summer Term, 1968, as determined by the Department Chairman
____ For the Spring Term, 1968
____ For the Summer Term, 1968

Special Conditions: _____

Your employment, including the payment of salary, is subject to the sufficiency of legislative appropriations and the receipt of sufficient funds. The pertinent provisions of the Ohio Revised Code, of the By-Laws of the Board of Trustees, and of the actions of the Board of Trustees are expressly incorporated in this contract.

Charles W. Ingler
Secretary, Board of Trustees

I hereby accept appointment under the above conditions; agree to render service in accordance therewith; and agree to the cancellation of my existing contract with (The Ohio State University) (Miami University) made for the benefit of Wright State Campus.

(Signed) _____

(Date) _____

and be it further

RESOLVED, that, prior to being placed on the Wright State University payroll, each unclassified employee of Wright State University sign a statement agreeing to this assumption of contract; and be it further

RESOLVED, that retirement benefits for each unclassified employee shall be as prescribed by the Ohio Revised Code; and be it further

RESOLVED, that at the expense of the University, all unclassified employees shall receive major medical insurance pursuant to a contract to be entered into by the Business Manager with the approval of the President, at the recommendation of Carlin-Black Company; and be it further

RESOLVED, that at the expense of the University, all unclassified employees shall receive life and accidental death and dismemberment insurance pursuant to a contract to be entered into by the Business Manager with the approval of the President, at the recommendation of Carlin-Black Company; and be it further

RESOLVED, that such contracts are subject to ratification by this Board of Trustees.

The motion was seconded by Dr. Hardy and unanimously adopted.

G. Appointment of Special Police.

Dr. Golding recommended the adoption of a resolution appointing Special Police and establishing the conditions of office.

Mr. Oelman moved the adoption of the following resolution:

RESOLUTION 68-20

WHEREAS, Section 3345.04 of the Ohio Revised Code permits Boards of Trustees of State Universities to designate one or more employees of the institution as special policemen, and requires that

such employees take an oath of office, wear the badge of office, and give bond for the proper and faithful discharge of their duties, therefore be it

RESOLVED, that the following persons be appointed to the position of Special Policeman:

Steven Kubay	Charles L. Lipker
Albert L. Hudson	Jack T. Rose
Robert L. Sparks	Lloyd G. Peters
John A. Kubicki	Tommy Roush

and be it further

RESOLVED, that such Special Policemen shall take an oath of office, shall wear the badge of office, and shall give bond in the amount of one thousand dollars to the State for the proper and faithful discharge of their duties; and be it further

RESOLVED, that uniforms and equipment shall be as specified by the University President.

The motion was seconded by Mr. Jeffrey and unanimously adopted.

H. Traffic Regulations.

Dr. Golding recommended the adoption of a resolution setting forth traffic regulations for University property.

Mr. Olt moved the adoption of the following resolution:

RESOLUTION 68-21

WHEREAS, the regulation of traffic and parking on University property is essential for the preservation of the rights and safety of students, faculty, staff, and visitors, as well as for the efficient operation of the University and use of University lands, therefore be it

RESOLVED, that the following traffic regulations are adopted and are in force on University property until repealed or amended by the Board of Trustees:

TRAFFIC REGULATIONS

1. The speed limit on campus is fifteen miles per hour, unless posted otherwise by the Special Police.

2. Motorized vehicles shall not be operated on areas of the campus other than roadways or parking lots without prior consent of the Special Police.

3. Traffic and parking control signs posted by the University and directions issued by Special Police are to be obeyed at all times.

4. The Special Police may erect temporary barricades and re-route traffic patterns as may be necessary due to special circumstances on the campus.

5. Members of the University faculty and staff may park vehicles in those areas reserved for members of the faculty and staff upon application to the Security Office.

6. Members of the University faculty, staff, and student body who are physically disabled may park vehicles in those areas reserved for parking for handicapped persons upon application to and approval of the Director of Student Affairs. The Director of Student Affairs may require the submission of a medical statement indicating the nature and probable duration of the disability.

7. Pedestrians in cross-walk areas shall be given the right of way by operators of motorized vehicles.

8. The Special Police of the Security Office are responsible for enforcement of these traffic regulations. They may issue citations for violations, and may cause vehicles operated or parked in violation of University regulations to be towed away and impounded at the owner's expense. The Special Police may also tow away and impound at the owner's expense any vehicle against which three or more unpaid citations have been issued and are outstanding.

9. Persons receiving citations shall pay the fine within five days at the business office, or within five days shall file a notice of intent to appeal the citation. Such notice shall be filed at the Security Office. Appeals by students shall be to the Subcommittee on Student Discipline of the Student Affairs Committee of the Academic Council.

Appeals by members of the faculty shall be as determined by the Faculty Affairs Committee of the Academic Council. Appeals by members of the University staff shall be to the Business Manager.

10. Fines for the violation of traffic regulations are as follows:

Non-moving - 1st offense	\$1.00
Non-moving - Subsequent offenses	2.00
Moving - 1st offense	4.00
Moving - Subsequent offenses	8.00

The motion was seconded by Dr. Hardy and unanimously approved.

I. Revised Budget.

Dr. Golding recommended the adoption of a resolution adopting a Revised Current Operating Budget for the present academic year. Mr. White made a summary presentation of the Revised Budget.

Dr. Hardy moved the adoption of the following resolution:

RESOLUTION 68 -22

BE IT RESOLVED, that the Wright State University Current Operating Budget presented to this Board on December 15, 1967, be adopted and the amounts therein be appropriated; and be it further

RESOLVED, that the President of Wright State University be authorized to transfer any such funds within the total budgeted amount whenever this may be in the best interests of the University.

The motion was seconded by Mr. Cox and unanimously approved.

J. Capital Improvements.

Mr. White reported on capital improvements progress as follows:

1. The University Center is approximately one month behind schedule.

2. Fawcett Hall has been formally accepted from the contractor, with reservations, and moving of offices and equipment is now in progress.

3. Mr. White will attend a rezoning hearing involving land adjacent to the campus, which may be used for off-campus housing for students. The hearing is scheduled for 8 p. m. on December 15.

K. Fund Depositories.

Dr. Golding recommended the adoption of five resolutions designating five area banks as proper depositories for the funds of the University.

Mr. Oelman moved the adoption of the following five resolutions:

RESOLUTION 68 -23

BE IT RESOLVED, that the Farmers and Merchants Bank of Fairborn, Ohio, is hereby designated as a depository of the funds of this organization; and that said depository is authorized to place to the credit of the account or accounts of this organization any funds, checks or other bankable items delivered to it for deposit for such account whether or not endorsed with the name of this organization by rubber stamp, mechanical or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of this organization; and be it further

RESOLVED, that all drafts, checks or other instruments or orders drawn against the account or accounts of this organization in the said depository shall be signed by any one of the following: President or Treasurer and Business Manager; be it further

RESOLVED, that the depository is hereby authorized to accept or pay or apply, without limit as to amount, and without inquiry or regard as to the application of the same, any draft, check, instrument or order for the payment of money drawn on such account or accounts which bears the signature or signatures now or hereafter authorized including such as may be to the order of any person whose signature appears thereon or of any other officer, or officers, agent, or agents, of this institution, which may be deposited with or delivered or transferred or presented to the depository or to any other person, firm or corporation, for the personal credit or account of any such officer or agent; and the depository shall not be liable for any disposition which any such officer or agent shall make of all or any part of such draft, check, instrument or order for the payment of money or the proceeds thereof, notwithstanding that such disposition may be for the personal

account or benefit, or in payment of the individual obligation of any such person to the depository or otherwise; and be it further

RESOLVED, that a certified copy of these resolutions be delivered to the said Farmers and Merchants Bank of Fairborn and that they shall remain in full force and effect until written notice of modification or termination shall have been received by the Farmers and Merchants Bank of Fairborn.

* * * *

RESOLUTION 68 -24

BE IT RESOLVED, that the First National Bank of Dayton, Ohio, is hereby designated as a depository of the funds of this organization; and that said depository is authorized to place to the credit of the account or accounts of this organization any funds, checks or other bankable items delivered to it for deposit for such account whether or not endorsed with the name of this organization by rubber stamp, mechanical or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of this organization; and be it further

RESOLVED, that all drafts, checks or other instruments or orders drawn against the account or accounts of this organization in the said depository shall be signed by any one of the following: President or Treasurer and Business Manager; be it further

RESOLVED, that the depository is hereby authorized to accept or pay or apply, without limit as to amount, and without inquiry or regard as to the application of the same, any draft, check, instrument or order for the payment of money drawn on such account or accounts which bears the signature or signatures now or hereafter authorized including such as may be to the order of any person whose signature appears thereon or of any other officer, or officers, agent, or agents, of this institution, which may be deposited with or delivered or transferred or presented to the depository or to any other person, firm or corporation, for the personal credit or account of any such officer or agent; and the depository shall not be liable for any disposition which any such officer or agent shall make of all or any part of such draft, check, instrument or order for the payment of money or the proceeds thereof, notwithstanding that such disposition may be for the personal

account or benefit, or in payment of the individual obligation of any such person to the depository or otherwise; and be it further

RESOLVED, that a certified copy of these resolutions be delivered to the said First National Bank of Dayton and that they shall remain in full force and effect until written notice of modification or termination shall have been received by the First National Bank of Dayton.

* * * *

RESOLUTION 68 -25

BE IT RESOLVED, that the First National Bank of Fairborn, Ohio, is hereby designated as a depository of the funds of this organization, and that said depository is authorized to place to the credit of the account or accounts of this organization any funds, checks or other bankable items delivered to it for deposit for such account whether or not endorsed with the name of this organization by rubber stamp, mechanical or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of this organization; and be it further

RESOLVED, that all drafts, checks or other instruments or orders drawn against the account or accounts of this organization in the said depository shall be signed by any one of the following: President or Treasurer and Business Manager; be it further

RESOLVED, that the depository is hereby authorized to accept or pay or apply, without limit as to amount, and without inquiry or regard as to the application of the same, any draft, check, instrument or order for the payment of money drawn on such account or accounts which bears the signature or signatures now or hereafter authorized including such as may be to the order of any person whose signature appears thereon or of any other officer, or officers, agent, or agents, of this institution, which may be deposited with or delivered or transferred or presented to the depository or to any other person, firm or corporation, for the personal credit or account of any such officer or agent; and the depository shall not be liable for any disposition which any such officer or agent shall make of all or any part of such draft, check, instrument or order for the payment

of money or the proceeds thereof, notwithstanding that such disposition may be for the personal account or benefit, or in payment of the individual obligation of any such person to the depository or otherwise; and be it further

RESOLVED, that a certified copy of these resolutions be delivered to the said First National Bank of Fairborn and that they shall remain in full force and effect until written notice of modification or termination shall have been received by the First National Bank of Fairborn.

* * * *

RESOLUTION 68 -26

BE IT RESOLVED, that the Third National Bank and Trust Company of Dayton, Ohio, is hereby designated as a depository of the funds of this organization; and that said depository is authorized to place to the credit of the account or accounts of this organization any funds, checks or other bankable items delivered to it for deposit for such account whether or not endorsed with the name of this organization by rubber stamp, mechanical or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of this organization; and be it further

RESOLVED, that all drafts, checks or other instruments or orders drawn against the account or accounts of this organization in the said depository shall be signed by any one of the following: President or Treasurer and Business Manager; be it further

RESOLVED, that the depository is hereby authorized to accept or pay or apply, without limit as to amount, and without inquiry or regard as to the application of the same, any draft, check, instrument or order for the payment of money drawn on such account or accounts which bears the signature or signatures now or hereafter authorized including such as may be to the order of any person whose signature appears thereon or of any other officer, or officers, agent, or agents, of this institution, which may be deposited with or delivered or transferred or presented to the depository or to any other person, firm or corporation, for the personal credit or account of any such officer or agent; and the depository shall not be liable for any disposition which any such officer or agent shall make of all or any part of such draft, check, instrument or order for the payment of money or the proceeds thereof, notwithstanding that such disposition may be for the personal

account or benefit, or in payment of the individual obligation of any such person to the depository or otherwise; and be it further

RESOLVED, that a certified copy of these resolutions be delivered to the said Third National Bank and Trust Company of Dayton and that they shall remain in full force and effect until written notice of modification or termination shall have been received by the Third National Bank and Trust Company of Dayton.

* * * *

RESOLUTION 68 - 27

BE IT RESOLVED, that Winters National Bank and Trust Company of Dayton, Ohio, is hereby designated as a depository of the funds of this organization; and that said depository is authorized to place to the credit of the account or accounts of this organization any funds, checks or other bankable items delivered to it for deposit for such account whether or not endorsed with the name of this organization by rubber stamp, mechanical or other signature, and any such endorsement by whomsoever affixed shall be the endorsement of this organization; and be it further

RESOLVED, that all drafts, checks or other instruments or orders drawn against the account or accounts of this organization in the said depository shall be signed by any one of the following: President or Treasurer and Business Manager; be it further

RESOLVED, that the depository is hereby authorized to accept or pay or apply, without limit as to amount, and without inquiry or regard as to the application of the same, any draft, check, instrument or order for the payment of money drawn on such account or accounts which bears the signature or signatures now or hereafter authorized including such as may be to the order of any person whose signature appears thereon or of any other officer, or officers, agent, or agents, of this institution, which may be deposited with or delivered or transferred or presented to the depository or to any other person, firm or corporation, for the personal credit or account of any such officer or agent; and the depository shall not be liable for any disposition which any such officer or agent shall make of all or any part of such draft, check, instrument or order for the payment of money or the proceeds thereof, notwithstanding that such disposition may be for the personal account or benefit, or in payment of the

individual obligation of any such person to the depository or otherwise; and be it further

RESOLVED, that a certified copy of these resolutions be delivered to the said Winters National Bank and Trust Company and that they shall remain in full force and effect until written notice of modification or termination shall have been received by Winters National Bank and Trust Company.

The motion was seconded by Mr. Jeffrey, and all five resolutions were unanimously adopted.

L. Bonding of Employees.

Mr. White reported that the University is in the process of obtaining a blanket bond policy covering all employees.

M. Travel Reimbursement.

Dr. Golding recommended the adoption of a resolution adopting interim travel reimbursement regulations, to be in effect until more permanent regulations are drafted and adopted. Dr. Golding recommended using the substantive provisions of the travel regulations of Miami University.

Dr. Keto moved the adoption of the following resolution:

RESOLUTION 68 - 28

BE IT RESOLVED, that all official travel and travel expense reimbursement of Wright State University personnel shall be subject to the same substantive provisions governing purposes, authorization, amounts of reimbursement, and modes of transportation, as are set forth in "Miami University Travel Regulations" (Revised October 30, 1965) and be it further

RESOLVED, that the Business Manager is hereby directed to make studies of the experience encountered under such regulations as applied to all University personnel, and report recommended modifications of such regulations to this Board as necessary from time to time.

The motion was seconded by Rev. Lucas and unanimously adopted.

N. University-Owned Vehicles.

Dr. Golding recommended the adoption of a resolution requiring the University Business Manager to govern the use of University-owned vehicles.

Mr. Olt moved the adoption of the following resolution:

RESOLUTION 68 - 29

BE IT RESOLVED, that the use of University-owned vehicles shall be at the direction of the Business Manager, who shall develop and present to this Board a proposed Regulation setting forth procedures and requirements regarding the operation and use of such vehicles.

The motion was seconded by Mr. Jeffrey and unanimously adopted.

O. Rental of Campus Properties.

Dr. Golding recommended the adoption of a resolution authorizing the Business Manager of the University to enter into written agreements for the rental of campus-owned properties to employees, for use as homes.

Dr. Keto moved the adoption of the following resolution:

RESOLUTION 68 -30

RESOLVED, that the Business Manager may enter into written agreements for the rental of houses already existing on the campus to employees of the University, on such terms as may be prescribed by the Business Manager.

The motion was seconded by Mr. Olt and unanimously adopted.

P. Maintenance of Physical Plant.

Dr. Golding recommended the adoption of a resolution setting forth Board policy on the maintenance of the physical facilities of the University.

Rev. Lucas moved the adoption of the following resolution:

RESOLUTION 68 -31

WHEREAS, the maintenance of the physical plant of Wright State University is essential to the proper operation of the University as an institute of higher education; therefore be it

RESOLVED, that the physical plant facilities of Wright State University be maintained in the condition in which they were accepted from the construction contractors; that no additions, deletions, or alterations be made in the basic structures without the approval of the Business Manager, subject to the concurrence of the President; and be it further

RESOLVED, that the assignment and utilization of space within the University shall be at the discretion of the Business Manager; and be it further

RESOLVED, that the Business Manager may establish a Plant Utilization Board to advise on alterations and utilization and may adopt an Operating Procedure governing the maintenance of plant facilities.

The motion was seconded by Mr. Kettering and unanimously adopted.

Q. Accounting Practices.

Dr. Golding recommended the adoption of a resolution specifying that generally accepted accounting procedures be utilized in the control of University funds.

Dr. Hardy moved the adoption of the following resolution:

RESOLUTION 68 -32

WHEREAS, the proper accounting of all funds is essential to the operation of Wright State University, therefore be it

RESOLVED, that generally accepted accounting principles and practices shall be utilized in the control of University finances; and that responsibility for adherence to these principles lies in the Office of Business Manager and Treasurer of the University; and be it further

RESOLVED, that the fiscal accounts of the University shall at all times correctly indicate all funds received irrespective of the source, all funds in custody irrespective of where maintained, and all funds disbursed irrespective of sources, purposes, and recipients, and be it further

RESOLVED, that the Business Manager and Treasurer of the University shall promulgate operating procedures governing the accounting for funds, including but not limited to petty cash funds; and be it further

RESOLVED, that the following officers of the University are authorized to approve expenditure vouchers and individually to sign disbursing checks:

President

Business Manager and Treasurer

The motion was seconded by Mr. Olt and unanimously adopted.

Mr. Jeffrey requested information concerning the progress of the University in establishing the necessary business functions prior to January 1, 1968. Mr. White replied that with the aid of Price Waterhouse & Co., progress was satisfactory, and should be complete by January 1.

R. Purchasing Procedures.

Dr. Golding recommended the adoption of a resolution establishing guidelines for the purchasing of goods and services.

Mr. Olt moved the adoption of the following resolution:

RESOLUTION 68 -32 A

BE IT RESOLVED, that the Business Manager of the University is responsible for the conduct of the purchasing of goods and services, and in the conduct of such duties shall adhere insofar as it is practicable to the guidelines established in the "Purchasing Manual for State Universities in Ohio".

The motion was seconded by Dr. Keto and unanimously adopted.

S. Operating Powers of the President and Business Manager.

Dr. Golding recommended the adoption of a resolution granting authority to the Business Manager, with the approval of the President, to take such action with regard to the business affairs of the University as may be necessary in the absence of Board direction.

Rev. Lucas moved as follows:

RESOLUTION 68 -33

BE IT RESOLVED, that the Business Manager is empowered to take such actions relative to business affairs as may be necessary for the continued operation of Wright State University, subject to approval by the President, and in the absence of other direction from this Board; and be it further

RESOLVED, that all such actions involving financial transactions and/or contracts for goods or services shall be subject to ratification or confirmation by this Board.

The motion was seconded by Dr. Keto and unanimously adopted.

VII. UNFINISHED BUSINESS

No unfinished business was brought before the Board.

VIII. NEW BUSINESS

The date of the next meeting was discussed, but not set.

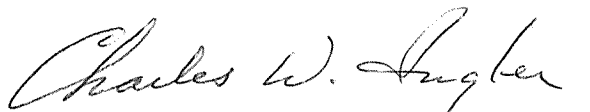
The Town-Gown banquet being planned by the Chamber of Commerce was announced and discussed.

IX. ADJOURNMENT

The meeting was adjourned at 11:55 a. m.


Chairman

ATTEST:


Secretary